



## PLANNING AND DEVELOPMENT BOARD MEETING MINUTES DRAFT

January 9, 2012

### Full Members Present:

Joyce Moss  
Scott Wolf  
David Banash  
Leslie Burg  
Tabetha McCartney  
Doug Sweet

Setti D. Warren  
Mayor

### Alternate Members Present:

Candace Havens  
Director  
Planning & Development  
Ex-Officio Member

Anne Marie Belrose  
Community Development  
Manager

### Members

Joyce Moss, Chair  
Scott Wolf, Vice Chair  
David Banash, Treasurer  
Leslie Burg, CPC Liaison  
Tabetha McCartney  
Doug Sweet  
Eunice Kim, Alternate  
Stuart Snyder, Alternate

### Staff Present:

Anne Marie Belrose, Community Development Manager  
Lowell Haynes, Community Development Planner  
Alice Walkup, Community Development Senior Planner

### Guests Present:

Maureen Reilly Meagher  
Bill Renke

J. Moss, Chair, called the meeting to order at 6:50 p.m. She noted that the Planning and Development Board (P&D Board) was meeting at an earlier time so that Board members could attend the Zoning and Planning Committee meeting (ZAP) taking place the same night, starting at 7:45 p.m. Members introduced themselves, and a quorum was established.

### Minutes

Members reviewed the minutes of the November 7, 2011 meeting.

*Action Item: Cornerstone Development Corporation requests another one year extension of relief of Condition 4, to complete the final roadway improvements (paving) to Kessler Way.*

In this section under, J. Moss asked that the following underlined phrase be added to the minutes "The Board packet included a memorandum from Lou Taverna, City Engineer, to the Chair and members of the Planning and Development Board, acting as the Board of Survey." Additionally, she noted a typo in the same section, saying that the minutes should read "S. Wolf reported that he has had occasion to drive by Kessler Way."

In the "Other Matters" section of the minutes, D. Banash asked that a sentence be altered as follows "The developer complied with the request, which D. Banash submitted to A. Belrose and asked to have placed in the City's file on the development." Additionally, a sentence should be changed to read "documentation is to support."

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S. Wolf complimented the minute-taker and D. Banash moved to have the compliments of the board noted in this meeting. S. Wolf made a motion to accept the minutes with changes, which D. Banash seconded. Motion carried unanimously. Members present at this time were J. Moss, S. Wolf, D. Banash, and T. McCartney.

**Update (tentative): New arrangements with Zoning and Planning Committee.**

J. Moss indicated that the second agenda item was canceled and that it would be on the February 6, 2012 meeting agenda. J. Moss will be meeting with Alderman Marcia Johnson at 6:30 p.m. before the P&D Board meeting to discuss coordination with the ZAP Committee.

L. Burg and D. Sweet joined the meeting.

**Action Item: P&D Board vote upon Human Service Advisory Committee recommendations for Emergency Shelter Grant funding.**

L. Haynes presented the action of the Human Service Advisory Committee (HSAC) regarding Emergency Shelter Grant funding for the second half of FY12. The City issued an RFP for funding in December 2011, and received applications from the seven agencies funded in FY11. The HSAC deliberated on Tuesday, January 3, 2012, Room 202 in City Hall, and made the following allocation recommendations.

<b>Program</b>	<b>Sponsoring Organization</b>	<b>Amount of Funding</b>
Bristol Lodge Men's and Women's Emergency Shelters	Middlesex Human Service Agency	\$6,000
Bristol Lodge Soup Kitchen	Middlesex Human Service Agency	\$6,000
Emergency Shelter for Battered Women	REACH Beyond Domestic Violence	\$9,116
Adolescent Homelessness Prevention	Riverside Community Care	\$5,200
Emergency Assistance for Rent and Utilities	Horace Cousens Industrial Fund	\$8,300
Transitional Shelter for Survivors of Domestic Violence	The Second Step	\$13,800
Newton Housing Mediation Project	Metropolitan Mediation Services	\$1,850

L. Burg moved to approve the recommended allocations for Emergency Shelter Grant funds, and D. Banash seconded. Motion carried with five members voting in favor, as D. Sweet, affiliated with one of the recipient organizations, abstained.

**Update: Report regarding the FY13 Annual Action Plan, FY13 entitlement for CDBG and HOME, and the activity among Advisory Committees to provide input into the projects that are proposed for funding**

L. Haynes provided an introduction to this agenda item. He explained that the allocation had been reduced significantly, with a 16.58% reduction in CDBG funding, and an approximately 40% reduction in

HOME funding. J. Moss asked about the March 5<sup>th</sup> Hearing and wanted to know whether representatives from Public Service Agencies would be attending. A. Belrose explained that representatives of the Advisory Committee would testify at the hearing. L. Haynes explained that the budget cuts may be too great for some Public Services programs to continue to function, and they might not receive funding this year. J. Moss commented on the significant reduction in funding this fiscal year.

D. Sweet asked in which fiscal year the cuts would take place, and L. Haynes said FY13. A. Belrose indicated that the entitlement has been reduced over the years from \$2.7 million to \$1.7 million. J. Moss inquired about the process and role of Alderman in approval of the Annual Action Plan. A. Belrose indicated that the Mayor signs the certification forms and the inclusion of the Board of Alderman is part of the formal approval process. J. Moss asked L. Burg as a former alderman if she had a recollection of such an approval, and she did not, but did say that it may have been included with a package of other issues on which to vote. It was decided that the nexus for review relates to the fact that the entitlement provides a significant amount of funding for staffing, and the review is part of the Departmental budget approval each year.<sup>1</sup>

J. Moss opened the floor for any other business, but none was presented. A. Walkup explained that AAP stands for Annual Action Plan.

### **Adjournment**

J. Moss recommended adjournment to move to ZAP Committee meeting. D. Banash made such a motion, and the meeting was adjourned at 7:26 p.m. J. Moss, S. Wolf, D. Banash, L. Burg and D. Sweet indicated that they would attend the ZAP Committee meeting.

Respectfully submitted,

Anne Marie Belrose  
Community Development Manager

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<sup>1</sup> The following information describes the role of the Board of Aldermen in the Annual Action Plan review process, according to the City of Newton Housing and Community Development Program Citizen Participation Plan. "After receiving the plan from the Mayor, the Board of Aldermen considers and then votes on the approval of the submission of the proposed Plan and on acceptance of the CDBG, HOME and ESG grants from HUD. After the Aldermen approve it, the Plan is submitted to HUD."